

NATIONAL FOREIGN INTELLIGENCE BOARD

NFIB-D-28.7/1  
30 June 1976

MEMORANDUM FOR THE NATIONAL FOREIGN INTELLIGENCE BOARD

SUBJECT : Procedures for the Production of a  
National Intelligence Situation  
Report

1. The attached procedures on this subject are circulated for NFIB consideration. They were prepared by the Intelligence Community Staff in coordination with principal production elements in CIA, DIA, INR and NSA.

NFIB ACTION REQUESTED

2. Board members are requested to advise the Secretariat by close of business 12 July 1976 of their concurrence in or other views on the attached procedures.

WALTER ELDER  
Executive Secretary

Attachment

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Attachment

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30 June 1976

PROCEDURES FOR THE PRODUCTION OF A NATIONAL  
INTELLIGENCE SITUATION REPORT

PURPOSE

1. These procedures are designed to ensure that the need of high-level national consumers for frequent and timely intelligence during crises will be met by a National Intelligence Situation Report (Sitrep).

SITREP ACTIVATION

2. When international events, crises, or the needs of the NSC or its staff so demand, the DCI will direct that an interagency Task Force be formed for the purpose of producing an all-source Community-coordinated National Sitrep.

TASK FORCE ORGANIZATION & STAFFING

3. CIA, DIA, State/INR, and NSA will form a Task Force to provide the 24-hour substantive support required to produce the National Sitrep. The DCI will designate one of these agencies to serve as his executive agent and to assume primary responsibility for producing the National Sitrep. The CIA will usually serve as executive agent but other agencies may be assigned this responsibility depending on the nature of the crisis. The executive agent will provide the facilities and other administrative support necessary for the publication and dissemination of the National Sitrep.

4. The executive agent will ask the participating agencies in the task force to assign analysts (when it is feasible for them to do so) to each of three daily task force shifts

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(scheduling on a nine-hour basis will allow one-hour overlaps between shifts). These analysts will be invited to contribute to the drafting of the Sitrep and will serve as intermediaries between the task force and their parent agencies. In this latter capacity, they should:

- Facilitate the flow of information from the field.
- Clear documents for use in the National Sitrep.
- Obtain clarification of information and answers to questions of a departmental nature.
- Relay information requirements to their parent agencies; and
- Assist in coordinating substantive judgments.

5. The Chief of the Task Force will be appointed by the executive agent. Unless other arrangements are specified by the DCI, the appropriate National Intelligence Officer will serve as the main link between the DCI, the Task Force, and the NSC Washington Special Action Group (WSAG) and NSC Staff.

#### CONTENT

6. The National Sitrep will seek to provide its readership with all intelligence and operational information bearing on the problem at hand, including sensitive intelligence information and information concerning US diplomatic initiatives and military activities.\*

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\*Inclusion of certain categories of especially sensitive information might at times severely limit distribution of the Sitrep; in those instances, the Task Force should consider the issuance of more than one edition, i.e., one given normal dissemination, the other given only to a few named principals.

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7. In addition to reporting and explaining the latest developments, the National Sitrep will, as appropriate:

- Analyze the significance and implications of developments for the immediate future.
- Provide in special annexes analyses and estimates of greater scope or depth.
- Summarize pertinent intelligence management actions, such as collection initiatives, undertaken as a result of the crisis.

8. The Sitrep will be coordinated among producing agencies to the extent permitted by time. Publication will not be delayed in order to secure extensive coordination. Items which have not been coordinated will bear a notification to that effect.

9. Coordination will be accomplished via CONTEXT (when all terminals become operational), LDX, secure phone, or any other available means. Producing agencies will ensure that all Sitrep information distributed by LDX receives the highest possible handling and forwarding precedence.

10. Important substantive disagreement will be clearly expressed in the National Sitrep and the dissenting organizations identified.

#### FREQUENCY

11. The Sitrep will be published as often as the particular circumstances of the crisis and the needs of the consumer require.

#### FORMAT

12. The National Sitrep will be prepared in a standard format--standard cover and editorial approach (see attachment)--but the precise organization of each issue will be determined by the Task Force.

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13. The National Sitrep will be designed for and sent to the President. It will also be disseminated to members of the National Security Council, other senior officials of the Government designated by the DCI, NSC Staff members, and senior members of the Intelligence Community. Situation reports prepared by individual organizations within the Community for their own purposes will not be disseminated to the White House except on specific request from those consumers. (This does not, of course, preclude dissemination to the White House Situation Room.)

TERMINATION AND CRITIQUE

14. The DCI will determine when production of the Sitrep should cease. Following the crisis, the Intelligence Community Staff will, when so requested by the DCI, conduct a review of Task Force activities, solicit the views of consumers concerning the adequacy of intelligence support provided, and recommend improvements in procedures.

## ATTACHMENT:

Sample Format

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S A M P L E

# **NATIONAL INTELLIGENCE SITUATION REPORT**

Prepared by (e.g., CIA) as Executive Agent for  
the Director of Central Intelligence with the  
participation of DIA, NSA and State/INR.

AREA Middle East:

NUMBER 6-76

PERIOD 0600-1800 hours

DATE 9 October 1976

Copy \_\_\_\_ of \_\_\_\_

Note: As a general rule, and as time permits, the presentation of information should be organized along the lines suggested below. But the Task Force will determine the sequence of these sections and whether or not events warrant such discrete coverage.

### SUMMARY & PRINCIPAL FINDINGS

Reports, synthesizes, and explains the major late-breaking developments in the crisis (from Sections I, II, III, below) and highlights material from Section IV and the Annexes.

#### I. MILITARY SITUATION

(Major actions, movements, operations, and strategic considerations involving US and other forces.)

#### II. POLITICAL SITUATION

(Major political and foreign policy considerations involving US and other governments.)

#### III. ECONOMIC SITUATION

(Major economics, trade, and energy considerations involving US and other governments, or international groups.)

#### IV. INTERNATIONAL CONSIDERATIONS

(Major activities by the United Nations, or other international organizations, and Third World countries, likely to affect the course of the crisis in particular or US strategic and foreign policy interests in general.

#### Annexes (illustrative)

1. Special Topical Report
2. In-depth Analysis, Estimate

#### Distribution (illustrative)

#### (Authentication)

- |                                  |                             |
|----------------------------------|-----------------------------|
| 1. White House (1-30)            | Director, Sitrep Task Force |
| 2. State Dept (31-60)            |                             |
| 3. Defense (DIA and NSA) (61-90) |                             |
| 4. CIA (91-120)                  |                             |
| 5. IC Staff (121-130)            |                             |
| 6. USIB (NFIB) (131-140)         |                             |
| 7. DCI Designees (141-?)         |                             |